

# NEW MEXICO BULLETIN



## The NMWebFile Reporting System

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The NMWebFile Project is a collaborative project between the Taxation and Revenue Department (TRD), Department of Workforce Solutions (DWS), and the Workers' Compensation Administration (WCA). This new web based Tri-Agency Platform will allow employers to report employee information concerning withholding taxes and workers compensation fees together with the employee data required by DWS. It will be possible to report employee information in a data batch file or online. This system is designed to make it much easier for employers to report, and for each agency to gather, required employee information.

Beginning in April, 2006, (first quarter reporting) the new NMWebFile Project became accessible for report filing.

It is important for any taxpayer with employees to become familiar with this new method of filing information required by the TRD, DWS, and WCA.

### How to Begin Using the NMWebFile system

- Visit <https://ec3.state.nm.us/NMWebFile>.
- Register to obtain a log-on id and a password will be sent by email.
- Once the password is received, the employer may begin filing online.
- Employers are encouraged to begin using this filing system when the first quarter DWS report is due by April 30, 2006.

### Methods of Reporting

- Employers will report employee information using the revised DWS ES903 report format.
- Employee information may be reported online or in a bulk data file.

### Bulk Data File Formats

- Bulk data files may be submitted in XML or CSV formats.
- The schema for both formats is available at <http://bulkfiling.state.nm.us>, which provides standardized data transfer formats that may be used to prepare files for electronic submission.

New Mexico Taxation and Revenue Department  
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## **Benefits to Employers and the Agencies Involved**

- Secure login.
- Reduce paper handling and mailing costs.
- Employers will receive real-time feedback and have the ability to correct errors before submission.
- Provides employers and agencies with a single point of reporting and collection of common data.

## **Important Notes About the NMWebFile System**

- Due dates for payments remain the same for each agency.
- Payments will continue to be submitted as they currently are for each agency.
  - Workers compensation fees must be reported on the RPD-41054 form (Worker's Compensation Fee Return).
  - Withholding tax can be submitted online or paid with a paper CRS-1 Form.
  - DWS unemployment insurance payments can only be submitted by check using a DWS voucher.

## **IF YOU HAVE QUESTIONS PLEASE CALL**

**Department of Workforce Solutions: (505) 841-8576**

**Workers Compensation Administration: (505) 841-6000**

**Taxation and Revenue Department: (505) 841-6200**

**General Information:** FYIs and Bulletins present general information with a minimum of technical language. All FYIs and Bulletins are free through all local tax office, the Tax Information and Policy office and on the Internet. The Taxation and Revenue Department's Internet address is:

**<http://www.tax.state.nm.us>**

This publication provides instruction or general information to the taxpayer. It does not constitute a regulation or ruling as defined under Section 7-1-60, *New Mexico Statutes Annotated, 1978*. Taxpayers and preparers are responsible for being aware of New Mexico tax laws and rules. Consult the Department directly if you have questions or concerns about information provided in this publication.